



CALIFORNIA ARTS COUNCIL

STATE-LOCAL PARTNERSHIP PROGRAM 2009-10 Guidelines & Application Instructions

DEADLINE: March 25, 2009



California Arts Council

Governor of California
Arnold Schwarzenegger

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Office Hours
8:00 a.m. - 5:00 p.m.
Monday through Friday;
Closed pursuant to
Executive Order on the first
and third Fridays of each
month through FY 09/10

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members who serve four-year staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own chair, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: To advance California through the arts and creativity.

Funding: The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.



Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not comment on, participate in, or in any way interfere with council meetings. Go to the CAC Website for meeting dates and locations at www.cac.ca.gov

Grants Panels: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

Appeal Process: Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are heard only on the following grounds:

1. Panel's assessment based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the applicant's request for funding.

Note: Dissatisfaction with award denial or with award amount is not grounds for appeal.

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website and print materials. In addition, the CAC requires documentation of grants activity and appropriate credit for CAC partial support.

STATE-LOCAL PARTNERSHIP PROGRAM

2009-2010 Guidelines & Application Instructions

DEADLINE: March 25, 2009

**APPLICATION MUST BE POSTMARKED
BY THE DEADLINE DATE
OR DELIVERED ON THE DEADLINE BY 5:00 PM**

STAFF

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Josie S. Talamantez**

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PURPOSE

The purpose of the State-Local Partnership Program (SLPP) is to foster cultural development on the local level through a partnership between the State and the counties of California. The Partnership is established between the California Arts Council (CAC) and the State's local arts agencies. The nature of this partnership includes funding, information exchange, cooperative activities, and leadership to stimulate and enable individuals, organizations, and communities to create, present, and preserve the arts of all cultures to enrich the quality of life for all Californians.

A local arts agency is defined as a nonprofit organization, or an agency of city or county government, officially designated to provide financial support, services, or other programs to a variety of arts organizations, individual artists, and the community as a whole.

GOALS

- To increase public awareness and participation in the arts of all cultures.
- To broaden public and private support for the arts.
- To serve the diverse cultural needs of California's local communities.
- To encourage and promote arts in education.
- To foster local and regional partnership and collaboration.

GRANTS

The State-Local Partnership Program provides grant opportunities for general operating support and technical assistance for county-designated local arts agencies.

FUNDING

This application is for funding for the next two fiscal years: 2009-2010, October 1, 2009 – September 30, 2010 and 2010-2011, October 1, 2010 – September 30, 2011. The recommended request amount is \$15,000. A summary report, available in January 2010, will be required for the second year of funding.

MATCHING REQUIREMENTS

Matching funds, at a level of 1:1, are mandatory. The required match may be from any public or private source. In some instances, in-kind donated services for which a market value can be determined may be used for up to 50% of the required match. **Contact SLPP staff to determine eligibility before including in-kind as part of the required match.**

ELIGIBILITY

Applicants must:

- Be a current grantee through the State-Local Partnership Program.
- Be designated by resolution of their county board of supervisors to serve as the local partner.
- Meet the legal eligibility requirements of all California Arts Council program(s) grantees listed under Requirements on page ii.
- Provide a public office staffed by, at the minimum, a part-time director/professional administrator to be accessible during normal business hours.

New Partners: County Arts Councils not currently funded through the State-Local Partnership Program are eligible for funding through the SLPP Technical Assistance Program. Please contact CAC staff regarding the Technical Assistance Application and funding process.

Regional Partnerships: Regional partnerships that serve multiple counties may be eligible to apply. Funding is prorated based on the number of counties in the partnership. Regional partnerships may include a legal merger of two or more partner agencies or a consortium of applicants. Regional partner applicants must give evidence of service and program equity to all participating counties.

Cities: Currently two cities, Los Angeles and San Diego, due to their population size, participate in the State-Local Partnership Program. Additional cities are not eligible to apply. New applicants must serve a county or a partnership of counties.

EVALUATION PROCESS

Applications are evaluated through the peer review panel process. The panel makes recommendations to the Arts Council based upon the review criteria. The Council makes all final granting decisions. Funding is contingent upon the Governor's budget. The panel meeting is open to the public and will be held at the offices of the California Arts Council in Sacramento.

REVIEW CRITERIA

1. Local Arts Networking and Facilitation

- Serve as a resource in the development of local cultural activities.
- Act as link between individuals, organizations, businesses, and government.
- Impact public policy towards community arts and cultural development.
- Provide technical assistance.

2. Accessibility

- Promote and foster the artistic and cultural diversity of the community.
- Ensure access in the development and participation of programs and activities for:
 - All cultural and geographic communities.
 - Community members of all income levels.
 - People with disabilities.

3. Managerial and Fiscal Competence

- A diversity of income from both public and private sources.
- Adequate staffing of arts professionals appropriately compensated.
- Opportunities for staff development.
- Board of Directors representative of community and diverse in its professional skills.
- Established and effective decision making process.
- Ongoing strategic and cultural planning.

GRANTEE RESPONSIBILITIES

Funding for general operating support is awarded as a contract for services between the local partner and the California Arts Council. Local partners must:

- Attend CAC gatherings.
- Host meetings for the CAC as needed, without charge, when sufficient notice has been given.
- Participate, where feasible, in cooperative information gathering and programming when deemed to be mutually beneficial by both the CAC and the County Partner.

CAC GRANTS CANNOT FUND

- Out-of-state travel or activities
- For-profit organizations
- Programs inaccessible to the public
- Ongoing programs or expenses of elementary or secondary school districts
- Projects that are part of the curricula of colleges or universities
- Capital expenditures, such as equipment purchases or building improvements
- Hospitality or food costs
- Trusts or endowment funds
- Projects with religious or sectarian purposes
- Expenses incurred before contract starting date
- Supplanting of salaries or expenses already supported by local government spending

OTHER RESOURCES FOR LOCAL ARTS AGENCIES

Americans for the Arts

1000 Vermont Avenue, N.W. 6th Floor
Washington, DC 20005
(202) 371-2830
Fax: (202) 371-0424
Web: www.artsusa.org

Americans for the Arts (AFTA) is a national organization for organizations and individuals in the United States committed to the arts and culture. AFTA supports the arts and culture through private and public resource development, leadership development, public policy development, information services, public awareness and education.

Membership to AFTA gives access to a wide range of services and publications. Local arts agencies are encouraged to call Americans for the Arts to explore this important link to arts on the national level. **The 2009 Americans for the Arts Annual Convention will be held in Seattle June 18-20.**

APPLICATION FORM INSTRUCTIONS

Please read the application and guidelines carefully. These guidelines provide additional information for most of the application. If you have further questions contact CAC staff. Due to limited staff and time, SLPP staff cannot follow up with applicants on the completeness of their submissions. Applications are forwarded to the SLPP review panel as they are submitted to the CAC.

California Cultural Data Project

New this year! The California Arts Council now requires all applicants to fill out a profile through the California Cultural Data Project and submit a supplementary form along with your application. To complete this part of the application go to the California Cultural Data Project website: <http://www.caculturaldata.org/about.aspx>

Section A. Organization Information

Compliance: The application must be signed by an officer who has legal authority to obligate the organization. The required signature by the authorized agent certifies that the applicant organization meets the program's eligibility requirements.

Section B. Organization Description

(b) Organizations that are city or county commissions should explain their government structure.

(d) Significant changes may include changes in staff, programs, activities etc.

Section C. Community Description

(a) Include geographic and demographic characteristics that impact your ability to serve the community.

(b) Factors that impact the economic base may include per capita income, population growth, the economic health of county government, accessibility to corporate and foundation funders, and/or the viability of the business community.

(c) Cultural resources include arts and cultural organizations, institutions, venues, etc.

Section D. Relationship to Community

(b) Service to the community as a resource and a link includes planning, coordinating, implementing, and disseminating information about local cultural activities.

(c) Describe how programs are made accessible to all, and promote and foster the diversity of cultural expression.

Section E. Cultural Diversity & Strategic Planning

For each of the required attachments your organization does not have, briefly explain your policies and/or procedures and timeline for developing them.

Section F. Current Programs

Briefly describe current programs, summarizing overall programs' emphasis.

Section G. New Programs, Services, or Activities

Complete as applicable for your organization. If no new programs, services, or activities are planned, indicate so in the space provided.

Section H. Regranting

Applicants with regranting programs must include this page. Attach to the application all regranting program guidelines/applications and a list of current grantees.

Section I. Arts Education

Applicants with Arts Education programs must include this page. Definitions:

- Residency Artist – an artist teaching in a school, institution, or community setting regardless of the number of hours spent.
- Participants – the population served. Can be K-12, adult learners, students with disabilities, etc.

CCSESA The California County Superintendents Educational Services Association (CCSESA) is the organizational mechanism for county superintendents to design and implement statewide programs. The CCSESA Arts Initiative, sponsored by The William and Flora Hewlett Foundation, supports arts education in the classroom through collaboration of county supervisors, and the business and arts communities.

Visit the Arts Initiative website at www.ccsesaarts.org.

CCSESA Staff Contact

Sarah Anderberg
Director of the CCSESA Arts Initiative
1121 L Street, Ste. 510
Sacramento, CA 95814
(916) 446-3095
sanderberg@ccsesa.org

Section J. Board List

List the board members or commissioners, including the cities in which they live, professional and/or vocational affiliations, and year service began.

Section K. Advisory Board

List any advisory boards providing type of board, list of board or community member, cities in which they live, professional and/or vocational affiliations, and year service began.

Section L. Staff List

List key staff members, job titles, major responsibilities, and the average number of hours worked per week, and a brief biography. (Do not include full resumes.)

Section M. Executive Director Compensation

Briefly describe the compensation and benefits package of the Executive Director.

Organization Budget California Cultural Data Project

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Section N. Organization Budget Summary

Briefly summarize your current and projected fiscal years. Explain any significant changes (10% or more) overall or in specific line items. Specify sources of in-kind.

Section O. Grant Request Summary

Briefly describe how funding will be used.

Section P. Grant Request Budget: Complete line items that would be funded by the grant. Indicate rates of pay (hourly, monthly, annual etc.) for personnel. Where applicable, indicate rates for operating expenses. Use the CAC/SLPP Grant and Applicant Match columns to show funding amounts. Applicant match is 1:1. Use Section C to indicate source(s) of the matching funds.

TECHNICAL ASSISTANCE SUPPLEMENT

PURPOSE

Additional funding for a limited number of grants is available through the Technical Assistance Supplement to support specific ongoing projects or areas of development that organizations self-identify as their greatest need.

ELIGIBILITY

Applicants must:

- Be a current grantee through the State-Local Partnership Program.
- Have an annual operating budget of less than \$1 million.

GRANT REQUEST

Describe what your organization views as its most significant need(s) and how technical assistance funds would be used to address those needs. Funds can be used for organizational infrastructure (staff training, etc.) or to support current under-funded programs that serve the public.

REQUEST AMOUNT

The recommended request amount is \$3,000.

MATCH

No match is required for this technical assistance funding.

APPLICATION ATTACHMENTS

Local Government Resolutions: County Applicants must obtain a resolution from the local government body that approves and authorizes the agency to submit the proposal and to execute the grant contract if awarded. This should be attached to the front of the original application form. (One copy)

California Cultural Data Project / State-Local Partnership Program Funder Report: Print your report from the California Cultural Data Project website. <http://www.caculturaldata.org/about.aspx>

Regranting Guidelines and Grantee List: One copy for each regranting program.

Cultural Diversity Policy: Attach a copy of your agency's Cultural Diversity Policy. If a policy has not yet been established, complete Section E to explain your policies and/or procedures and timeline for developing one.

Annual Strategic Plan: One copy of the full plan.

Annual Strategic Plan / Executive Summary: Original plus eight copies of an Executive Summary of Annual Strategic Plan. If a policy has not yet been established, complete Section E to explain your policies and/or procedures and timeline for developing one.

Letters of Support: Optional (limit of three). Letters of Support should substantiate the quality of the organization, its programs and services.

Articles and Reviews: Optional (limit of three). Applicants may submit articles or reviews that show the quality of the organization's activities and its role in the community.

Audio/Visual Documentation: Optional. Audio/visual materials may be included in the application package only if relevant to the funding request. Select the best materials available.

PREPARATION OF AUDIO/VISUAL MATERIALS

- A. Slides or Photos: 10 maximum, numbered sequentially and each labeled with the name of the applicant organization and the artist(s). Attach a descriptive log no more than one half-page in length.
- B. CD's or Audio Cassette Tapes: Should be of a recent performance. Label each with name of applicant organization and the artist(s). Attach a descriptive log, no more than one half-page in length, listing the selections in sequence. Include title, artist(s), instrumentation, and length.
- C. DVD or Video Cassette Tapes (VHS only): Should be of a recent performance. Label each with the name of applicant organization and the artist(s). Attach a descriptive log, no more than one half-page in length, listing the selections in sequence. Include title, artist(s), length, and a brief description of the performance or activity shown.

RETURNING ARTISTIC SAMPLES

If you wish to have artistic samples returned, please provide an appropriately sized self-addressed mailing container with sufficient postage.

STATE-LOCAL PARTNERSHIP APPLICATION

DEADLINE: MARCH 25, 2009

APPLICATION PACKAGE REQUIREMENTS

- Submit the original application and attachments, including the California Cultural Data Project Funder Report, and eight complete copies, collated into sets.
- Attach the copy of the Resolution from Local Government to the front of the original application.
- Label all attachments with your organization's name in the upper right-hand corner.
- Reproductions of the application must be readable.
- Grant package must be complete; incomplete applications will not be processed.
- Failure to include the requested information may result in rejection of your request.
- Use the SLPP application template. Do not alter application pages or sections or add additional pages.
- Applications must be postmarked or delivered to the CAC office by the deadline, March 25, 2009.
- An electronic copy of the completed application must be submitted by the deadline, March 25, 2009.

APPLICATION ASSEMBLY CHECKLIST

Submit the original plus eight copies unless indicated otherwise.

- ☐ Resolution from Local Government (one copy)
- ☐ Application Form Sections A-P
- ☐ Technical Assistance Supplement (if making a request)
- ☐ California Cultural Data Project State-Local Partnership Program Funder Report
- ☐ Regranting Guidelines and Current Grantee List (one copy of each, if applicable)
- ☐ Cultural Diversity Policy (one copy)
- ☐ Annual Strategic Plan (one copy)
- ☐ Executive Summary of Annual Strategic Plan
- ☐ Letters of Support (limit three)-optional
- ☐ Articles/Reviews (limit three)-optional
- ☐ Audio/Visual Materials – optional (1 set only of materials submitted)